



CITY OF HOUSTON

Job Posting

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1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	LIBRARY SERVICE SPECIALIST
3	Posting Number	PN# 113272
4	Department	Library Department
5	Division	East District*
6	Section	Stanaker Branch*
7	Reporting Location	611 S/Sgt Marcaro Garcia*
8	Workdays & Hours	Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

The Houston Public Library seeks individuals with a high level of knowledge, creativity and energy to provide reference service using print and electronic resources for customers by telephone and in person. Provides readers' advisory services. Provides instruction in such functions as reference methods and electronic resources, directories and guides in response to customer needs. Assists in collection development. Assists in performing community outreach services. Performs other functions essential to efficient library operation. Requires some evening and weekend (Saturday and Sunday) work.

10 **WORKING CONDITIONS**

Must have excellent communication skills. Oral, and written. Must be able to use a computer to access/input information. Ability to move freely throughout the work environment. Position requires stooping and bending.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Library Service or closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

None

13 **MINIMUM LICENSE REQUIREMENTS**

None

14 **PREFERENCES**

Customer/Public Services experience preferred. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 13</u>	
\$965 - 1246	Biweekly	\$25,090 – 32,396 Annually

18 **OPENING DATE** September 20, 2006

19 **CLOSING DATE** October 03, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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